

**PROJECT MANUAL, INCLUDING SPECIFICATIONS, FOR**  
**“Exeter Town Offices Electrical Upgrade 2015”**

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**TOWN MANAGER**

**PREPARED BY:**  
**EXETER PUBLIC WORKS DEPARTMENT**  
**10 FRONT STREET**  
**EXETER, NEW HAMPSHIRE 03833**

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## INVITATION FOR PROPOSAL

The Town of Exeter invites interested contractors to submit proposals for the “**Exeter Town Office Electrical Upgrade 2015**” in complete conformance with the attached "Scope of Work". All prices submitted shall be lump sum and no additional compensation will be made by the Town unless approved by written change order signed by the Public Works Director. All work shall conform to the attached specifications and Supplemental Instructions.

The Town reserves the right to reject any and all proposals not conforming to the specifications or deemed not to be in the best interest of the Town. Proposals will be evaluated by the Public Works Director, and Exeter Town Manager. The quality, service availability, and the contractor's experience will be considered for the final selection.

The successful contractor must submit proof of liability and worker's compensation insurance within ten (10) days of the "Notice of Selection" as the acceptable contractor.

Proposals will be sealed and clearly marked, “**Exeter Town Office Electrical Upgrade 2015**” and shall be submitted no later than **3:00p.m., January 12, 2015** to the Office of the Town Manager, 10 Front Street, Exeter, New Hampshire 03833.

## SCOPE OF WORK

The Contractor shall provide labor materials and equipment for removal and rewire of all old cambric wiring, and achieve NEC compliancy for the Exeter Town Offices Building, 10 Front Street, Exeter, NH. Work to include, but not limited to;

- Replacement of all of the Cambric insulated electric wire conductors in use, and servicing the Exeter Town Offices Building with new insulated copper conductors.

### ***Reference;***

1<sup>st</sup> Floor: The 10 circuits and related lighting, switching, and receptacle wiring that run from multiple panels throughout the basement feeding the 1<sup>st</sup> floor are in-wall and surface mounted, will need to be rewired, and grounded to meet min. requirement per NEC to include device replacement.

2<sup>nd</sup> Floor: The home runs from basement panel #4 at top of basement stairs run to Attic J-boxes. The wires are routed via a crawl space in the basement from LB conduit bodies for reference on length and difficulty of pull. There are 9 circuits that take this path and from attic to feed the 2<sup>nd</sup> floor in-wall, and surface mounted lighting. All switching and receptacles will need to be rewired and grounded to meet min. requirement per NEC to include device replacement.

Basement: will need rewiring on lighting, receptacles and GFCI protection.

Attic and Basement: Supports and extension on all pipes and boxes with proper grounding will be needed to meet min. requirement per NEC.

- Achieve NEC requirements for all circuits.

### ***Reference;***

1<sup>st</sup> floor: Add (1) receptacle in foyer, and repair hanging light fixture properly. Remove all old devices, BX wire, switches, receptacles, and ungrounded cables, replace with new. Replace wire mold though wall with conduit. The Wheelwright rm. Closet needs new receptacles & lighting upgrade.

2<sup>ND</sup> floor: Add (1) receptacle at top of stairs to 2<sup>nd</sup> floor. Throughout 2nd floor remove all old (DEVICES & BX WIRE), (SWITCHES), (RECEPTACKLES) AND (UNGROUND CABLES) Replace with new. Protect all (NM WIRE)-(ROMEX) from physical damage or conceal throughout building. Data room, remove old disconnect. Ensure all panels receive proper schedules (LABELING).

Basement: GFCI protection needed. All (SUMP PUMPS) need to be on single receptacle outlets and circuits. Add more (LIGHTING) in deficient areas.

Throughout the Building: All (BOXES) need to be supported properly & holes plugged. All (CONDUITS & MC) cables need to be supported properly.

Boiler Room: Add (1) (GFI SERVICE) receptacle. Properly cover all old panels (NO WOOD) used as covers. The (Greenfield flex) run needs support. Remove old (lighting & devices).

Top of basement stairs: needs (1) (GFI) and all old (BX) ungrounded wire needs to be replaced with grounding wire or conduit. Replace switches and switch legs. All circuits must be isolated to Lighting or receptacles not MIXED on same circuit.

The contractor shall be responsible for all work to be in complete accordance with sound construction practice, and in conformance with the attached specifications. The Contractor will be responsible for full compliance and conformity of all applicable provisions of the NEC and the scheduling of all work within the times and date parameters established.

## **SPECIFICATIONS**

### **DIVISION I: GENERAL REQUIREMENTS**

The following are minimum requirements:

- 1.1 The Contractor is required attend the *on-site mandatory pre-bid meeting* to be held on *Saturday, January 3, 2015 at 8:30 a.m.* at the Exeter Town Office Building, 10 Front Street, Exeter, NH for the opportunity to observe all conditions prior to bid submittal.
- 1.2 Once work is commenced, the contractor must work diligently and uninterrupted within the prescribed schedule until all work is complete.
- 1.3 A Contractor supervisor, with authority and ability to respond to any reasonable requests of Town authorities, must be on the job site during work and to supervise that work.
- 1.4 The Contractor shall be responsible for disposal and removal of debris on a timely basis.
- 1.5 The Contractor shall be responsible for noise/dust/fume control during work in progress, and all phases of construction.
- 1.6 The Contractor must provide practical safeguarding of existing electrical circuits that will remain in use

### **DIVISION II: PAYMENT**

- 2.1 Contractor shall request payment after completion of the project.
- 2.2 Progress payments may be made for start up costs and work completed.
- 2.3 Payment shall be “Net Thirty Days” from the time of requisition submittal.

### **DIVISION III: PROCEDURES, METHODS AND MATERIALS**

#### **The Contractor is responsible for;**

- 3.1 Coordination of services for accomplishment of the project.
- 3.2 All required permits, with Exeter Building Permit issued at no cost.
- 3.3 All work to be completed within the designated Contract Time, or sooner unless a time extension is granted by the Public Works Director for legitimate reasons.
- 3.4 Submittals for approval of all methods and materials not clearly outlined in the scope of work.
- 3.5 The attached Supplemental Instructions are considered “guidelines” and are subject to changes or additions as material conditions warrant.

### **DIVISION IV: WARRANTIES, AND BONDS/CREDIT**

- 4.1 All components, materials and workmanship shall be warranted for a one-year period.
- 4.2 The contractor must provide a performance and payment bond for the full amount of the contract, prior to start of work.

### **DIVISION V: INDEMNIFICATION**

The contractor agrees to defend indemnify and hold harmless the Town of Exeter and its officials, employees and agents from any and all claims, demands, suits at law equity, or administrative actions claiming liability, loss, damages penalties, costs and/or fees,- including reasonable attorney’s fees and costs on account of bodily injury, illness, personal injury, death or property damage arising out of the contractor’s or any subcontractor’s acts or omissions in relation to this agreement or project, even if liability is based on or alleged to be based on any fault of the Town of Exeter, it’s officials or agents.

## **INSURANCE**

Contractor shall provide proof of insurance, as shown, before any work commences:

1.     Liability coverage: General liability \$500,000 combined single limit, comprehensive form, broad form property damage; independent contractor's insurance; product completed/operator's insurance.
2.     Vehicle Insurance: \$500,000 combined single limit, comprehensive form; hired/non-owned.
3.     Worker's compensation: Statutory limits; Employer liability.

These certificates shall contain a provision that the insurance company will notify the certificate holder and Town by registered mail, at least fifteen (15) days in advance of any cancellation or material change. The Town of Exeter shall be named as additional insured on the contractor's general liability policy for this project. The contractor shall require all subcontractors to meet the above insurance requirements.

The Town shall carry Builder's Risk coverage on the project to protect its interest in the project.

## PROPOSAL

TO: TOWN MANAGER

FOR: Furnishing all materials, labor and equipment to complete the attached Scope of Work, according to the Project Manual, including Specifications for “**Exeter Town Office Electrical Upgrade 2015**”

The undersigned, as bidder, declares that the only person(s) or parties interested in this proposal as Principals are those named herein; that this proposal is made without collusion with any other person, firm or corporation; that s/he has carefully examined the work and the project's specifications, attached hereto; and s/he proposes and agrees, if this proposal is accepted, that he will contract with the owner in the form of the contract attached, hereto; to provide all necessary tools, incidental materials, materials and methods to do all work and complete said work in the specified time prescribed; and that he will take payment for completed work, when approved by the Town Manager, for the following lump sum price:

This agreement, made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2015, between



**TOWN OF EXETER, NEW HAMPSHIRE**  
(HEREINAFTER CALLED Owner)  
&

\_\_\_\_\_  
(hereinafter call Contractor)

Project Name: **“Exeter Town Office Electrical Upgrade 2015”**

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Address: \_\_\_\_\_

Witnessed that the Owner and Contractor, inconsideration of materials covenants hereinafter set forth, agree as follows:

Article #1:      Work

The Contractor will provide all materials necessary to complete work described in “Scope of Work” and completed in accordance with all “Specifications” contained in Project Manual for **“Exeter Town Office Electrical Upgrade 2015”**.

Article #2:      Contract Time

The work shall be completed (& delivered) on, or before, \_\_\_\_\_, as regulated by State Law.

Article #3:      Contract Price

The Town of Exeter, NH shall pay the Contractor for the performance of work, and after completion of the project, as follows:

All work complete: Lump Sum      \$\_\_\_\_\_

In witness thereof, the parties, hereto, have executed this agreement the day and year first above written.

OWNER:      **Town of Exeter, NH**      VENDOR: \_\_\_\_\_

BY: \_\_\_\_\_      BY: \_\_\_\_\_

ATTEST: \_\_\_\_\_      ATTEST: \_\_\_\_\_

DATE: \_\_\_\_\_      DATE: \_\_\_\_\_

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Signed by: \_\_\_\_\_ Title: \_\_\_\_\_

**NOTICE:** Proposal shall be signed in black ink by person having proper legal authority.